

Close

|                                     |  |
|-------------------------------------|--|
| <b>Bulletin Number</b>              | 5602BR   |
| <b>Type of Recruitment</b>          | Open Competitive Job Opportunity   |
| <b>Department</b>                   | Auditor-Controller   |
| <b>Position Title</b>               | ASSISTANT ACCOUNTING SYSTEMS ANALYST   |
| <b>Additional Title</b>             | ASSISTANT SYSTEMS ANALYST  |
| <b>Rebulletin Information</b>       | This announcement is a rebulletin to re-open the exam, update the salary, Special Requirement Information, and Application Filing Information. Persons who have applied within the last six months need not reapply, but may submit additional information if they wish.   |
| <b>Exam Number</b>                  | S2646A   |
| <b>Filing Type</b>                  | Open Continuous  |
| <b>Filing Start Date</b>            | 03/17/2014   |
| <b>Salary Type</b>                  | Monthly  |
| <b>Salary Minimum</b>               | 4940.00  |
| <b>Salary Maximum</b>               | 5813.00  |
| <b>Benefits Information</b>         | <b>Non-Represented Employees</b><br>• Cafeteria Benefit Plan • Defined Contribution Retirement Plan • Deferred Compensation & Thrift Plan • 11 Paid Holidays • Generous Vacation and Sick Leave Benefits • Flexible Work Schedules   |
| <b>Position/Program Information</b> | Positions allocable to this class are located in the Department of Auditor-Controller and assist higher level analysts in performing systems analysis in connection with the development, evaluation, and review of large-scale and complex computerized and non-automated fiscal control systems. Work is performed within a limited framework of responsibilities and under close direct supervision of higher level analysts.   |
| <b>Essential Job Functions</b>      | <p>Assists in conducting studies and evaluating existing accounting operations, fiscal controls, and accounting standards in computerized and non-automated accounting systems.</p> <p>Assists in preparing work papers, schedules, statistical summaries, and formal reports on accounting systems analysis and design.</p> <p>Assists in internal feasibility studies of automating systems servicing the Auditor-Controller and participates in joint feasibility studies with other departments.</p> <p>Assists in documenting feasibility studies, systems definitions, and systems design.</p> <p>Assists in developing requirements for data processing systems servicing the Auditor-Controller.</p> <p>Assists in the design, development, and evaluation of all types of accounting and information systems, including establishing preventive, detective and corrective internal controls.</p> <p>Assists County data processing staff in the technical design, development, and installation of computerized applications.</p> <p>Assists in testing computerized applications, including all internal controls.</p> <p>Assists in orienting and training personnel prior to and during conversion</p> |

to new accounting systems, and works with departmental personnel during the conversion process.

Assists in performing liaison functions with County data processing staff in matters requiring periodic attention, such as scheduling jobs and assuring the quality control of data input and output.

#### Requirements

**SELECTION REQUIREMENTS:** A Bachelor's degree from an accredited\* college or university in Business Information Systems (BIS), Computer Information Systems (CIS), Management Information Systems (MIS) or closely related field, with twenty-one semester or thirty-two quarter units of information systems classes\*\*.

#### Physical Class

**Physical Class II – Light:** Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

#### License(s) Required

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

#### Desirable Qualifications

- Experience assisting in the design, development, and testing of business systems.
- Experience assisting with the development of systems documentation, program specifications, or user manuals.
- Experience providing end user training or technical support.
- Excellent verbal and written communication skills.
- Experience with any of the following software: Visual Basic.net, C#, Java, HTML, SQL, business intelligence software such as Crystal, Cognos, and Web Focus.
- Experience with Unix or Linux applications.

#### Special Requirement Information

**WITHHOLD INFORMATION: Please note that applicants who will meet the requirements by June 30, 2014, may also apply and must clearly state the expected date of graduation on the employment application. Such applicants will be placed on "withhold" status on the eligible register until the selection requirements are met and a photocopy of the degree and official transcripts is received by the analyst. All other applicants must submit the required documents at the time of filing or prior to testing.**

**\*\***(2) In order to verify any type of college degree, such as Bachelor or Master degree, or completion of a certificate program, **you MUST include** a legible **photocopy** of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization; or official certificates with your application at the time of filing or prior to testing. (2) In order to verify your completion of the required number of units of information systems classes, **you MUST include** a legible **photocopy** of your official transcripts with your application at the time of filing or prior to testing.

#### Accreditation Information

**ACCREDITATION:** \*Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

#### Examination Content

This examination will consist of TWO (2) parts:

**PART 1:** A written test weighted at 65%. The written test will consist of two (2) sections.

Section 1: A Broad-Based Employment Skills Test (BBEST), which consists of Written Expression, Data Analysis & Decision-Making/Mathematics and Reading Comprehension. In addition to the BBEST there will be a supplemental test booklet which consists of Office Practices and Procedures, and Customer Service.

Section 2: A computerized Work Styles Assessment (WSA) designed to assess Deductive Reasoning, Professional Potential, Achievement, Independence, Influence, Confidence and Optimism, and Reliability.

Candidates must achieve a passing score of 70% or higher on Part 1 in order to be invited to take the interview (Part 2).

IN ACCORDANCE WITH CIVIL SERVICE RULE 7.19, THE WRITTEN TEST MATERIALS ARE STANDARDIZED AND COPYRIGHTED; AND THEREFORE, NOT SUBJECT TO REVIEW. IN ADDITION, REQUESTS FOR HANDSCORING FOR THIS EXAMINATION WILL NOT BE GRANTED.

*Applicants that have taken the identical BBEST for other exams within the last (12) months, will have their written test responses for the identical test part(s) automatically transferred to this examination.*

*Applicants that have taken the identical WSA for other exams within the last (12) months, will have their test responses for the identical test part (s) automatically transferred to this examination.*

*This examination contains test parts that may be used in the future for new examinations. You may be required to transfer your scores to the new examination and may not be allowed to re-take any identical test parts for at least one year.*

**PART 2:** An oral examination weighted 35%, which will assess aspects of the following competencies: systems analysis, ability to use applicable software programs, customer and personal service, oral comprehension, active listening, speaking, problem sensitivity, problem solving, judgment and decision-making, time-management, and innovation.

**Candidates must achieve a passing score of 70% on both assessments (i.e., the written test and the interview) in order to be placed on the eligible register.**

|                             |   |
|-----------------------------|---|
| Special Information         | <b>BACKGROUND CHECKS:</b> Successful applicants will be required to complete a thorough background investigation, including a Live Scan fingerprint search prior to appointment. Examples of disqualifying factors are any felony convictions or misdemeanor convictions involving moral turpitude and any job-related misdemeanor convictions.   |
| Vacancy Information         | The resulting eligible register for this examination will be used to fill vacancies in the Department of Auditor-Controller, Systems Division.  |
| Eligibility Information     | The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of six (6) months following the date of promulgation.   |
|                             | <b>No person may compete for this examination more than once every six (6) months.</b>  |
| Available Shift             | Day   |
| Job Opportunity Information | <b>Employment Eligibility Information:</b> Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility. |

**Social Security Act of 2004:** Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website [www.socialsecurity.gov](http://www.socialsecurity.gov), or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

**Record of Convictions:** A full disclosure of all convictions is required. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

**Veterans Preference Credit:** Veterans Preference Credit of 10 points will be added to the final passing grade in any open competitive examination if you are an honorably discharged veteran who served in the Armed Forces of the United States: · During a declared war; or · During the period April 28, 1952 through July 1, 1955; or · For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; or · In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. If you are unable to provide any documentation at the time of filing, the 10 points will be withheld until such time it is provided.

#### Application and Filing Information

Fill out your online application completely and correctly. Provide any relevant education, training, and experience so that we can evaluate your qualifications for the job.

#### **INSTRUCTIONS FOR ONLINE FILING**

**APPLICATIONS MUST BE FILED ONLINE ONLY.** Click on the tab above or below this bulletin that reads, "Apply to Job" so that you can apply online, track the status of your application, and get notified of your progress by email. You must upload any supporting documents during the application submission process. **We must receive your application and any supporting documents by 5:00 P.M. PST, of the last day of filing.**

**Notes: (1)** If you are unable to attach required documents, you may fax them to (213) 947-4848 or email to [asim@auditor.lacounty.gov](mailto:asim@auditor.lacounty.gov). Please include your name, exam number and exam title on all faxed and emailed documents. **(2)** As we may send correspondence via email, **please ensure your email address is current and correct.**

**The acceptance of your application will depend on whether you have clearly shown that you meet the Selection Requirements for this position.** Please fill out your online application completely and correctly so that you will receive full credit for your related education and experience. In the section provided for education, include the name and address of colleges attended, dates completed, college units earned, degrees earned, and specialization of study. For each job held, provide the name and address of your employer, your payroll title, beginning and ending dates, salary information, and a detailed description of work performed.

Although resumes are accepted, they are considered a supplement to the application. **Failure to provide complete information on your application and failure to attach supporting documentation may impact assessment of your qualifications and**

acceptance into the examination process.

All information supplied by applicants is subject to verification. Applications may be rejected at any stage of the selection process.

This examination may close for filing at any time without prior notice. Applicants are encouraged to submit their application along with the required documentation as soon as possible.

For additional information, please contact the exams analyst, Aaron Sim at (213) 974-8512.

**County of Los  
Angeles  
Information**

**View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:**

[GENERAL EXAMINATION INFORMATION](#)

**OR**

Visit <http://dhr.lacounty.info> to view the above information. Click on Career Opportunities tab, and then click on General Examination Information tab.

**Equal Employment Opportunity:** It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

|  |                           |
|--|---------------------------|
| <b>Department<br/>Contact Name</b>         | Aaron Sim                 |
| <b>Department<br/>Contact Phone</b>        | (213) 974-8512            |
| <b>Department<br/>Contact Email</b>        | asim@auditor.lacounty.gov |
| <b>ADA Coordinator<br/>Phone</b>           | (213) 974-8512            |
| <b>Teletype Phone</b>                      | NONE                      |
| <b>California Relay<br/>Services Phone</b> | NONE                      |
| <b>Alternate TTY<br/>Phone</b>             | NONE                      |
| <b>Job Field</b>                           | Information Technology    |
| <b>Job Type</b>                            | Professional              |

Close